

## **TECHNICAL FIRE MANAGEMENT PROGRAM COMPLETION AGREEMENT**

1. All requirements for completion of the program must be completed within 12 months following the date of final project presentation (Module 7). If requirements are not met within this time frame, a Certificate of Completion will not be issued and the repayment of training costs will be required at the student's expense. Written completion agreement procedures are available upon request made to the Bureau of Land Management Training Unit.
2. Class attendance will occur during normal duty hours. However, study time will be required after hours, and the student is expected to meet this requirement. Time spent on the final project will require work time at the home unit and must be agreed upon between the supervisor and the student. The student should also expect to spend a considerable amount of their own time completing the final project. It is the home unit's responsibility to assist the student in meeting the project needs.
3. Each Module must be completed with a 70 percent overall score. If the student falls below the 70 percent level, then the student will need to demonstrate that efforts were made to achieve a passing grade. Special arrangements will be made if a student cannot pass a Module due to unforeseeable or unavoidable circumstances. Due to the nature of this educational opportunity, a student who does not successfully complete the course and final project will be required to repay the amount expended.
4. For students sponsored by the national office of Fire and Aviation only: It is the student's responsibility to complete travel vouchers accurately and in a timely manner. Copies of travel vouchers involving expenditure of national office funds must be forwarded to the Bureau of Land Management Training Unit, National Interagency Fire Center. The national office will cover tuition, travel, and per diem expenses for those sponsored students. Base salaries and overtime pay for travel to/from training is not covered by the national office, and should be negotiated between the student and the local unit manager. Appropriate accounting codes will be identified by the national office.

I have read and understand the above agreement:

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Line Officer Signature Date